

**County of Lambton
Position Description**

Position Title: Operations Manager - Roads

Division: Infrastructure &
Development Services

Group: Non Union

Immediate Supervisor: Manager - Public Works

Position Summary

Schedule and supervise maintenance activities for the County road network and bridge system and supervise the equipment replacement and maintenance schedules to ensure cost effectiveness. Ensure that the works comply with the entire latest federal, provincial and County By-Laws and regulations. Propose budgets and make sure budgets are met.

Job Duties and Responsibilities

Risk Management:

- Ensure that patrol records are up to date and the County is in compliance with Minimum Maintenance Standards as set by County By-Law and Provincial Standards
- Patrol the County road network in the absence of a Foreman and on a spot check basis.
- Receive complaints from the public and police and to schedule the call out (on-call) system for emergencies outside of regular working hours. This position is to participate in the call out system, as required, for personnel coverage in the absence of the on-call Foreman(24 hours a day, 7 days a week)
- Evaluate and implement technical innovations with respect to roads and equipment that would benefit maintenance activities
- Responsible for maintaining and representing the County's policies and positions to the public, property owners and utility companies in respect of complaints or requests
- Work with the Construction Supervisor, Public Works Technologist and other Public Works staff to ensure co-operation and full utilization of resources
- Ensure all employees maintain proper licensing i.e. driver's license, mechanic's license etc.
- Supply to County's insurance adjuster all pertinent records to defend against claims and assist County appointed Lawyers at Examination for Discovery and in Court of Law as required
- Review any accident on County roads; to make out reports and log particulars; to liaise with the County's insurance adjusters and County Solicitor and to represent the County's interest as required in liability claims

Supervisory:

- Supervise, schedule and assign workforce having regard for the current union agreement and Ministry of Labour regulations

- Interview and recommend personnel to be hired, personnel evaluations, and termination procedures ensuring proper disciplinary actions are followed
- Set up interviews, interview questions for new employees, seasonal employees and summer students to determine the most appropriate candidate for the County
- Co-ordinate staff meetings and training requirements and ensure that appropriate safety practices are followed in road and bridge maintenance activities

Financial:

- Prepare maintenance budget for review by the Public Works Manager and General Manager of Infrastructure & Development
- Monitor daily expenditures through variance reporting and preparing and inputting yearend forecasts for the Operating Budget ensuring that budgets are not exceeded
- Data input and approve bi-weekly Road payroll in Maintenance Management prior to being uploaded into the Payroll Module
- Issue Purchase Orders for maintenance activities and approve vouchers for payment prior to release from the Finance Department
- Review maintenance contractor's invoices prior to interim and final payments to ensure that the contracts have been met and are on budget. Co-ordinate adequate records management to facilitate Maintenance Management and job costing activities
- Ensure that the Vadim Maintenance Management module is set up to link to the General Ledger

Purchasing:

- Prepare Request for Tenders, Request for Quotations, Request for Proposal documents and specifications in compliance with the County's Purchasing Policy Manual
- Review tender documents as applicable with recommendations to the Manager. Following the procurement and approval policies ensuring that suppliers and contractors are performing the specified duties within the limits set out in the above documents. Review all Requests for Tenders, Request for Quotations, and Request for Proposal prior to awarding a contract or purchase order. Review the contractors works to ensure that they are in compliance with the all the signed documents.
- In collaboration with the Equipment Supervisor and the Manager, prepare and analyse equipment replacement specifications and tender forms, and develop long range plans for equipment needs (replacement schedule) including budget requirements. This position is responsible for the asset management of the Public Works fleet.

Health & Safety:

- Develop and recommend up-to-date Working Procedures for all County Roads employees to follow
- Ensure that all employees and contractors hired are in compliance with the Occupational Health & Safety Act and regulations
- Ensure that the Public Works Health & Safety Committee has properly trained members and that our workforce is updated on it first aid training and CPR training
- The Health & Safety portion of this position is interwoven in all the above job duties and is considered at all times. This position is expected to be a member of the Joint Health

& Safety Committee, which can include being a member and / or the role of Management Co-Chair Ensure that appropriate safety and risk management practices are followed in all facets of road and bridge maintenance

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Two (2) Foremen Level 2 and one (1) Equipment Supervisor plus up to 30 full-time and seasonal maintenance staff.

Indirect Supervision: None

Functional Authority: Provides direction, supervision and advice on employee / technical issues and services to the Public Works group and the Corporation. Provides supervision and technical advice for approximately 30 people

Credentials Required

Minimum Formal Education

- Civil Engineering Technologist with OACETT certification or the equivalent in education or experience
- Certified Road Superintendent designation an asset

Experience

- 5 to 6 years of experience in Municipal Public Works or related Construction Works

A valid Ontario driver's license and use of a vehicle.

Please visit our job board at [www/lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting Operations Manager Roads - OPERA004982 to apply. Posting closes Sunday, July 21, 2024.